



# FILING FORM 941 USING A PERSONAL COMPUTER

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941 On-Line Filing is a program that allows business filers to use off-the-shelf tax preparation software to prepare and file Form 941, *Employer's Quarterly Federal Tax Return*, using a third party transmitter. The program accepts and processes Form 941 in Electronic Data Interchange (EDI) format, and is commonly referred to as 941 On-Line Filing (941OLF). The program began in TY 1998 with a limited pilot test, and will be available nationwide April 1, 2000 .

## WHO CAN PARTICIPATE

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The program will be available to any businesses, software developers and transmitters who file Forms 941 for themselves or other businesses. Some businesses may choose to develop software, while others may purchase off-the-shelf tax preparation software.

## PROGRAM OPERATION

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The business filer must apply for a Personal Identification Number (PIN) by completing the Letter of Application (LOA) included in the software, and file it electronically using a third party transmitter, before filing their return. The third party transmitter will batch and electronically transmit the letter to the Austin Service Center (AUSC). The business filer will receive their PIN by mail from the IRS in 3 to 5 business days. The PIN will be used in lieu of the business filer's signature to file a return electronically.

## FILER REQUIREMENTS

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### A filer must:

- Submit a timely LOA to the IRS;
- Have access to a personal computer and modem;
- Request a PIN through an electronically filed LOA with the IRS through a third party transmitter; and
- Receive a PIN from the IRS to be used as the signature on the return.

### A transmitter must:

- Submit a timely LOA to the IRS;
- Apply for a password/userid by submitting the LOA;



- Submit a timely test file transmission;
- Have the capability of transmitting LOAs in proprietary format using the existing IRS standards; and
- Have the capability of batching and transmitting tax returns in EDI format.

## **BENEFITS**

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### **Confidence**

- Returns processed quickly with few errors.
- Electronic security ensures the confidentiality of tax return data.

### **Speed**

- Within 48 hours acknowledgment of receipt to the third party transmitter of LOAs and returns.
- No paperwork delays.
- Information available to IRS customer service sites quickly.
- Processing time reduced to one week.

### **Flexibility**

- Electronic signature means less paperwork.
- Accepts timely filed returns, and late filed returns for the current tax year, and one preceding tax year.
- Accepts balance due, refund and even balance returns.

## **TARGET AUDIENCES**

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- Business Filers
- Transmitters
- Software Developers

## FOR FURTHER INFORMATION

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Contact the Electronic Filing (ELF) Help Desk at the IRS AISC at the following address:

Internal Revenue Service  
Austin Service Center  
Electronic Filing Help Desk  
P. O. Box 1231, Stop 6380 AISC  
Austin, TX 78767  
Attn: ELF Unit Stop 6380 AISC  
(512) 460-8900 (Central Standard Time)

If you have questions about 941 On-Line Filing or other electronic business options, you may visit the Electronic Services section of the IRS web site at **[www.irs.gov](http://www.irs.gov)**.